



## COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

### DEPARTMENT OF HUMAN RESOURCES

#### CLASS SPECIFICATION

UNCLASSIFIED

#### DIRECTOR, OFFICE OF STRATEGY & INTERGOVERNMENTAL AFFAIRS

Class No. 002276

#### ■ CLASSIFICATION PURPOSE

To administer the activities of the Office of Strategy & Intergovernmental Affairs; and to perform related work.

#### ■ DISTINGUISHING CHARACTERISTICS

This is a one-position executive management class allocated only to the Chief Administrative Office. The Director, Office of Strategy & Intergovernmental Affairs reports to the Chief Administrative Officer and is responsible for directing the activities of the Office of Strategy & Intergovernmental Affairs and the strategic planning for revenue accrual, legislative advocacy, and governmental communications. The Director, Office of Strategy & Intergovernmental Affairs also works closely with the County Board of Supervisors and County executives to favorably influence the outcome of legislation and Federal and State funding issues and programs for the County of San Diego and the region's incorporated cities.

#### ■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, directs, organizes, coordinates, and evaluates the overall activities of the Office of Strategy & Intergovernmental Affairs.
2. Works with and advises the Board and Chief Administrative Officer on strategic planning for revenue accrual, legislative advocacy, and governmental communications.
3. Develops policy recommendations or options for the Board of Supervisors in conjunction with County-contracted lobbyists, elected and appointed governmental officials, and civic and industry leaders on major intergovernmental issues and strategies.
4. Reviews new and revised Federal and State laws, codes, regulations and/or other legislation.
5. Establishes goals, objectives, and strategies for the Office of Strategy & Intergovernmental Affairs.
6. Directs the preparation of Board agendas.
7. Administers the preparation of lobbyist contracts.
8. Reviews applications for grants.
9. Acts as liaison with other public agencies and provides information to County departments, the public, and agency representatives on departmental activities.
10. Supervises subordinate staff.
11. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles of the legislative process.
- The interrelationships of governmental agencies and jurisdictions.

- Effects of current and pending legislation on local government.
- Principles and practices of supervision and training.
- Principles and theory of public administration.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Plan, organize, direct, and evaluate the overall activities of staff responsible for reviewing State and Federal legislative issues.
- Develop policy recommendations, options, and/or strategies on legislative issues.
- Strategize, negotiate effectively and build consensus on complex and sensitive governmental issues.
- Direct the preparation of Board agendas and lobbyist contracts.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on County legislative issues and activities.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.
- Communicate effectively orally and in writing.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

**■ EDUCATION/EXPERIENCE**

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: A bachelor's degree from an accredited college or university in public administration, criminal justice, business administration, economics or a related field, AND five (5) years in a public agency with policy level administrative experience. Master's level education is highly desirable.

**■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS**

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: June 25, 1982  
Revised: June 20, 2003  
Reviewed: Spring 2004**